IDAHO EMERGENCY COMMUNICATIONS COMMISSION

OFFICIAL MINUTES

May 4, 2005

A meeting of the Idaho Emergency Communications Commission (IECC) was held on this date at North Idaho College, Driftwood Bay Room, 1st Floor, Student Union Building, Coeur d'Alene, Idaho. Chairman Nancolas called the meeting to order at 2:12 p.m.

Members Present:
Garret Nancolas, Mayor, City of Caldwell, Commission Chairman
Rich Wills, State Representative and Commission Vice-Chairman
Greg Vickers, Idaho Emergency Medical Services Association
Matt Beebe, Commissioner, Canyon County Commission
R. David Moore, Blackfoot Police Chief, Commission Treasurer
Teresa Baker, Ada County Prosecutor's Office
Clint Berry, Qwest, Boise
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services (EMS)
Ben Estes, Retired Chief, Pocatello Fire Department
Gary Aman, Owyhee County Sheriff
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene

Members Absent:
Ann Cronin, Special Assistant, Idaho State Police (ISP), Commission Secretary
Bill Bishop, Director, Bureau of Homeland Security (BHS)
Joanna Guilfoy, Deputy Attorney General and Ex-Officio Member

Others Present:
Lex Rutter, Department of Administration (ADM)
John Fryling, Kootenai County 911
Rocky Watson, Kootenai County
Chuck Coen, Idaho County Mapping Department
James Zehner, Idaho County Mapping Department

Douglas Brown, Idaho Fire Chiefs Association
Bill Reynolds, Nez Perce County E911 Board
Scot Maring, Department of Administration
Barbara Gietzen, Mayor, City of Buhl (via telephone)
David Overacre, City of Kimberly (via telephone)

Approval of Agenda

MOTION: Commissioner Berry moved and Commissioner Beebe seconded that the meeting agenda be accepted. The motion passed unanimously.

Approval of Minutes

MOTION: Commissioner Wills moved and Commissioner Aman seconded that the Commission approve the minutes of the April 7, 2005 Idaho Emergency Communications Commission meeting as written. Commissioner Gainor recommended an amendment to the motion that the word "applications" be used versus the word "issues" on page 3, line 11. The motion, as amended, passed unanimously.

Financial Reports

Operating Budget

Commissioner Moore, IECC Treasurer, presented the financial report as prepared by Mr. Rick Thompson, ADM's Internal Management Systems Administrator. Upon reviewing the side-by-side comparison of money actually received versus money projected, Commissioner Moore stated he would like to meet with Mr. Rick Thompson on the morning before the June 2nd meeting to go over the numbers. He will then bring it up at the June meeting.

MOTION: Commissioner Moore moved and Commissioner Gainor seconded that the financial report be accepted. The motion passed unanimously.

Rules for Distribution of Funds

Upon reviewing the draft Rules for Distribution of Funds, Commissioner Gainor recommended that the Commission walk through the individual items under Criteria for Equipment as a good starting point for further refinement of the draft. The items listed, beginning on page 4 of the draft, were those used for dedicated Emergency Medical Services (EMS) funding and may not be appropriate in the case of PSAPS. It was generally agreed that each item needed to be looked at to determine if appropriate and if weighted properly. Commissioner Gainor added that the true acid test is to imagine two applicants and, if all other things were considered equal, determine whether a specific criterion would make a difference in deciding the distribution of funds.

Upon looking at the first category in the proposed rules, Applicant Equipment, it was agreed that the wording be revised to clearly reflect that applicants not having any equipment would receive priority over applicants that already have equipment. It was discussed that a new category could possibly be added with points based on whether the applicants have equipment or not.

It was also discussed to consider adding a "Definition Section" to provide clear understanding on what the different categories mean so that those who are applying understand what is involved in each criterion.

Upon looking at the second category, Anticipate Use, discussion centered on whether this category should be based on call volume or calls per capita. The definition of a call was also discussed. To demonstrate how this category can get complicated, it was pointed out that a vehicle accident generates numerous calls to the PSAP. The first call is dispatched and the remaining calls are a repeat of the first call. The question then arises whether all of these calls should be figured in the call volume or not.

During discussion, a criterion on "reoccurring costs" was suggested for the Commission to consider adding to the rules. This issue would look at whether an agency would have the funds to cover the reoccurring costs to maintain the equipment once it is in place.

MOTION: After it became clear that there was not enough time on the agenda to discuss this topic in the detail necessary, Commissioner Wills moved and Commissioner Lemm seconded that a subcommittee be formed to work on clarifying the Criteria for Equipment, review the entire document, and give an update at the next meeting. The motion passed unanimously.

MOTION: Commissioner Moore moved and Commissioner Beebe seconded that the subcommittee consist of Commissioners Guilfoy (chair), Gainor, and Baker, and that they draw upon experts for information as needed. The motion passed unanimously.

Needs Assessment Survey

Commissioner Baker, Chair of the Needs Assessment Committee, reported that the survey process is still underway. Since the last meeting, letters have been sent again to all the sheriffs that have not responded. Letters were also sent to the mayors of cities that we know have PSAPS and to the County Commissioners Chairs. The updated list of responses was covered and a report on the results will be presented at the June meeting.

Mediation Discussion

With representatives from the Cities of Buhl and Kimberly listening via telephone, Chairman Nancolas gave a recap of the mediation actions to date. Discussion then followed with the main issues surfacing as follows:

- Governance issue (cities have no input)
- Lack of a formalized contract or memorandum of understanding
- Fairness (how the formula was derived and understanding it)

Discussion also covered whether this mediation is just between Twin Falls County and the Cities of Buhl and Kimberly or whether it should include all SIRCOMM participants. It was agreed that recommendations made may impact the other counties serviced by SIRCOMM. It was recommended that mediation input from the IECC should focus on Twin Falls County with recommendations to the other counties.

Further discussion focused in on the idea that the Governance issue is the root cause of the problems and is therefore the main issue. Mr. Overacre, Councilman from Kimberly, felt that if the IECC doesn't include the Governance of SIRCOMM in its finding, then only the symptoms are been treated. Mayor Gietzen, City of Buhl, stated that she felt the Cities of Buhl and Kimberly could get together and come up with proposed Rules of Governance for the IECC to consider. Mayor Gietzen also stated she could provide a proposed formula for the IECC to consider.

MOTION: After discussion on the issues, Commissioner Berry moved and Commissioner Estes seconded that a subcommittee be formed to work on suggested language on the issue of mediation and to bring a draft to the next meeting for discussion. This committee is to consist of Commissioners Nancolas (chair), Gainor, Vickers, and Moore. The motion passed unanimously.

Review Action Items/Next Steps

Until the Needs Assessment Survey actions are completed, there are no changes to the Action Items/Next Steps list.

New Business

Future Meeting Coordination

The June 2nd and July 7th meetings are scheduled to begin at 1:00 PM in the West Conference Room, Joe R. Williams Building, 700 West State Street, Boise. The location for the August 4th meeting is yet to be determined and Commissioner Moore was tasked to look at options in Southeast Idaho for discussion at the next meeting.

It was also requested that the Commissioners look at their calendars concerning the July 7th meeting. Since this meeting date is in the same week as the Fourth of July, commission members may be on vacation and having a quorum may be an issue. This will also be addressed at the next meeting.

Open Comment Period

In order to increase the number of attendees at the IECC meeting, the following suggestions were made:

- When at a college setting, send an invitation to the students.
- Put a notice in the local paper to invite the general public from the local community.
- Send a notice to the PSAPs.
- Distribute notice via Nathan Bentley's Geotech list serve.

Commissioner Estes requested that Nathan Bentley, State GIS Coordinator, provide an update at the next meeting on the grant application to the Bureau of Homeland Security that the IECC voted to sponsor at its March meeting. This grant application was to request funds to hire a consultant to convert GIS data to a usable format.

A question was posed from the audience inquiring whether 911 funds could be used for rural addressing. It was agreed that they could since funds can be used to hire consultants. However, it was suggested that counties get advice from their legal council. Chairman Nancolas reminded everyone that our decisions are not final and that we can only advise.

Commissioner Baker made and distributed a complete copy of the Emergency Communications Act for each Commissioner.

Adjournment

MOTION: It was moved by Commissioner Wills and seconded by Commissioner Moore to adjourn the May 4, 2005 Idaho Emergency Communications Commission meeting at 4:33 p.m. The motion passed unanimously.

_____
Mayor Garret Nancolas, Chairman
Idaho E911 Emergency Communications Commission

_____
Scot R. Maring, Administrative Assistant
Department of Administration

Addendum: Commission Progress on its Prioritized Activities

Funding
~~Portion of 1% to be assessed~~ **(4 votes)**
How to fund the "have-nots" **(2 votes)**
Sub-optimize by city?
~~Grant funding resources~~
~~Commission (ECC) funding/budget~~ **(1 vote)**
Recommendation/advice on E911 spending
    (ECC needs to decide scope)
Proactive to fund more than systems
    (e.g. services, training, implementation)
    (How will Title 31 money be used)
~~Federal funds application process~~
    ~~(track, assess, audit, measure)~~
Fee collection vs. ECC assistance
    (City must vote in fees)
Statewide E911 procurement contracts
    (Mutual needs buying power)
Conduit for funding

Governance
~~Cooperation—PSAP representation~~
~~Know statutory responsibilities~~ **(1 vote)**
~~ECC by-laws, committees~~ **(10 votes)**
~~Guidelines for operations~~
Define level of mediation funding
Recommend model org. structure
ECC focus on all areas
    (Clearinghouse for E911 assistance)
Long-term vision
    (systems, organizations, processes)
Short-term tactical plan
~~ECC statewide representation~~
~~Acquire wireless representative member~~
~~Mediation Standards/Criteria~~
ECC staff support **(1 vote)**
Stay focused on mission
Rules for distributing moneys

Systems
Scope of system—ECC role (equip, people)
Money for infrastructure
System implementation
    (technical issue, project management)
Technical resources
Who defines architecture, and how do we
    use and leverage systems
Need to understand baseline (education)
Identify technical resources & leverage
Regulate and consolidate systems
System interoperability standards
Business continuity—backup/recovery
Standards to engage vendors
Define minimum standards for system,
    vendors (including purchasing)
Standards for a consolidated emergency
    communication system

Education/Information
~~How will the 1% assessment be used~~
E911 need for money, improvements
Promote cohesive, solidarity,
    interoperability, statewide cooperation
SIEC et. al.--standard definitions
Communicate—who's doing what?
Message: consolidate, coordinate,
    funding, standards, leverage, etc.
    May conflict with autonomy.
~~Tech. Educ. of ECC members~~ **(9 votes)**

Evaluation/Assessment
What is the baseline by County (as-is) **(5 votes)**   Skills to do assessment
Leverage Office of Disaster Preparedness survey   Consolidate system recommendations/analysis
Evaluate current standards   Interstate system (e.g. Pullman, WA)
Recommend model – performance indicators   Define clear criteria for needs
Establish "to-be" baseline   (System applications & funding)